



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 30, 2013

Debra Hahn
1710 Esplanade
Davenport, IA 52803

Dear Child Care Provider,

This letter is in regards to the 9/24/13 compliant/compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
First aid kit for car, outdoor play area, dog records, pool, no longer use bassinet for sleeping arrangements for infant in care
- ☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.
Need another one for the car- transports children
- ☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.
- ☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.
Need to move grill out of play area, electrical cord moved, wheelbarrow moved , and yard tools put away
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.
Boots records need updated
- ☐ 110.5(1)r Fence for in-ground pool is flush with ground and at least four feet high.
Pool partial drained – no cover on pool – Chad approved cover that was lying next to pool, fence is not tall enough but approved cover
- ☐ 110.5(1)r Fence for aboveground pool is four feet above sidewalls of pool. Height of pool walls not included in measurement.
Needs to have cover on pool

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Allisa- needs physical and immunizations

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396
Need copy of the letter

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643
Need copy of the letter

☐ 110.5(2)d An individual file is maintained for each substitute and contains:
Richard

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.
Need copy of the letter

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643
Need copy of the letter

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:
KB, PH, LB, SB, AH, KM, SP- updates needed

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.
Updates needed

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Updates needed

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

KB, PH, SB, AH, RH, CK, BK, OE, KM

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Updates

☐ 110.5(10) Substitutes

Richard

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

Need to start documenting

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 11/11/13.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 11/11/13.

Please do not hesitate to contact me at DHS at (563)326-821 if you have any questions regarding this letter.

Sincerely,

Kathy Huinker
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).